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14 DEC 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
: Supergrade Authorizations and Ceiling

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promoted because the situation is exacerbated by the fact that a number of persons may be serving in Personal Rank Assignments in positions below supergrade level which, in turn, results in additional non-supergrades filling supergrade positions.

3. In an effort to achieve better control and utilization of supergrade positions, the following actions will be taken:

a. Pursuant to [redacted] ceilings for supergrade positions in your Directorate are established in Tab A. You will note that no "reserve" ceiling is retained by the Executive Director.

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b. Each Deputy Director will identify those supergrade positions in his Directorate to which these ceiling spaces are to be assigned. Deputy Directors are authorized and encouraged periodically to review all supergrade slots and reallocate their ceiling to reflect changes in responsibility, skills required, decision making, etc. The Position Management and Compensation Division of the Office of Personnel will act in coordination with Directorate staffs during this review process. The Director of Personnel will advise the Executive Director of his concurrence or nonconcurrence with the Deputy Directors' reallocation of supergrade ceiling.

c. Each Directorate will thereafter have a number of supergrade positions on its staffing complement which are in excess of ceiling. These excess supergrade positions will be identified and eliminated or downgraded by the beginning of FY 1974.

d. Supergrade personnel will be assigned to supergrade positions to the maximum degree possible. It is recognized that it is sometimes necessary, for a variety of reasons, to make Personal Rank Assignments for supergrades. Any assignment of a supergrade officer to a position two grades below his actual grade or in PRA status in excess of two years will be subject to the approval of the Executive Director.

e. Each Deputy Director should ensure the most productive use of senior executive talent through annual appraisals of the performance and utilization of all supergrade officers under his jurisdiction. In conjunction with the Executive Director's annual review of Personnel Development Planning, each Deputy Director will report the results of such appraisals recommending whether each supergrade officer should continue to hold his grade or be reduced in rank to allow for the advancement of a more suitably qualified officer. Downgrading through such action would be

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effective with salary retention for two years. This program will provide the essential mechanism to give meaning to Agency policy stated in [REDACTED] that "An employee will hold supergrade rank for such time as the Director may determine regardless of the nature of the duties performed."

f. Future requests to establish a new supergrade slot or to upgrade an existing supergrade position must include identification of the existing supergrade position to be eliminated or downgraded as an offsetting action.

/s/ W. E. Colby

W. E. Colby
Executive Director-Comptroller


Atts:

Tab A: SG Positions Ceiling
Tab B: Memo fr Chairman, USCSC
dtd 13 Oct 72

Mr. Colby: I believe this is the memo you recall.

Re para 3.b. The PMCD review of a Deputy Director's reallocation of ceiling is exactly what Bill Nelson and most other managers are complaining about.

Re para 3.c. A majority of managers, including OP and Jack Blake, disagree. They see more flexibility in allowing authorization to float above ceiling. We have enough Agency ceiling to promote all deserving cases in any individual component if we manage supergrade ceiling on an Agency-wide basis. This also does away with the restrictions of 3.f.


B. C. Evans
19 November 1974

P.S. At this very moment, Blake, Janney, and Iams are having a friendly debate on these issues and will provide a definite recommendation to you in the not too distant future. Meanwhile, all Bill Nelson wants is your approval in principle to effect the reorganization of EUR Division.

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